

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Detention Officer

BAND	GRADE	
NE	616	
DEPARTMENT: Police	ACCOUNTABLE TO: Detention Supervisor	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for performing work in the transportation and security of persons in police custody, and related support responsibilities.		
DISTINGUISHING CHARACTERISTICS: The Detention Officer is the first level of a three level detention officer series. The Detention Officer is distinguished from the Detention Officer Lead in that the Detention Officer does not have lead responsibilities.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Receives and books persons in police custody into holding facility which includes: completing paperwork, physical prisoner search, property inventory, photographs, fingerprints and interview in accordance with established procedures.	Daily	
2.	Monitors prisoners at all times to ensure the safety of the prisoner, public and other employees. Maintains physical control of prisoners by using minimal restraining techniques as necessary.	Daily	
3.	Inspects holding facility to ensure cleanliness, safety and security.	Daily	
4.	Transports prisoners, including those with physical and/or mental impairments to and from court and/or other detention facilities; acts as bailiff while court is in session.	Daily	
5.	Performs data entry in ACJIS to input and receive information relative to criminal justice activity.	Daily	
6.	Prepares and enters crime reports into computer; registers and stamps bicycles for the public.	Weekly	
7.	Fingerprints the public as per an application process.	Daily	

Rev. 07/07

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8.	Assists in monitoring community service workers as provided by the court.	As Required	
9.	Administers first aid to prisoners, including CPR.	As Required	
10.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Basic office procedures, including record keeping procedures;
- Basic computer systems and operations;
- Restraining techniques; and
- First aid methods and techniques, including cardiopulmonary resuscitation (CPR).

Skills (position requirements at entry):

Skill in:

- Processing reports, applications, forms and other documents;
- Operating equipment such as phones, copiers, fax machines, computers, photography equipment, security systems, breath intoxilyzer, radio & video equipment, Self Contained Breathing Apparatus (SCBA), etc;
- Observing and monitoring the activities of individuals in custody;
- Restraining individuals in custody;
- Operating vehicles and transporting individuals in custody;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and six months experience in law enforcement or a detention facility; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License;
- Cardiovascular Pulmonary (CPR) certification; and
- Ability to pass a background examination.

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Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to work space restrictions, intense noises, travel, and extreme temperatures.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Classification History:

Draft prepared by Human Resources (SM)

Date: 05/00

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